



*American Embassy
Chanakyapuri
New Delhi-110021
Phone No. 91-11-24198728
Fax No. 91-11-24198278*

August 28, 2012

Dear Sir/Madam:

Subject: Request for Quotations number S-IN650-12-Q-0120

The Embassy of the United States of America invites you to submit a quotation for providing Administrative/Logistics Support services for Joint India-U.S. Workshop on Disease Surveillance and Health Security in South Asia, to the Embassy of the United States of America, New Delhi, India. If you would like to submit a quotation, please refer to Section 3 and READ carefully Solicitation Provisions on Page 21 in order to understand how to submit a quotation and submit it to the address shown on the Standard Form 1449 that follows this letter. Quotations not complying with the requirements specified in Section 3 may be deemed as incomplete and may be excluded from further consideration.

The Embassy intends to award the contract to the lowest priced, technically acceptable offeror/quoter, who is a responsible contractor (See Section 4 on Evaluation Factors). We intend to award a contract order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Question concerning this solicitation should be sent to Ms. Jaya Vedi at vedij@state.gov in the form attached with the solicitation, latest by August 31, 2012.

Please do not submit the entire copy of this solicitation with your quotation. For a quotation to be considered, you must complete and submit the following:

1. SF-1449 (blocks 12, 17, 19-24, and 30 as appropriate)
2. Section 1, Block 23
3. Additional information as required in Section 3 Solicitation Provisions, Instructions to Offerors.
4. Section 5, Representations and Certifications; complete the appropriate certifications and representations.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to the undersigned at American Embassy, Gate 'C', Chandragupta Marg, New Delhi 110021 by 4 P.M. on or before September 7, 2012. No quotations will be accepted after this time. Offerors **must not** electronically transmit their quotations. No electronic offers or proposals will be accepted. Quotations received after the due time and date shall be dealt with in accordance with the procedures in FAR provision 52.212-1(f).

Direct any questions regarding this solicitation to the undersigned by letter or by telephone [24198728] during regular business hours.

Sincerely,



William J. McClure
Contracting Officer